



## Special Event Permit

Issued by the City of Springfield, MO

### Hickory Hills Country Club Fireworks Display

#### Approved event scheduled for:

**Date:** July 4, 2021

**Rain Date:** July 5, 2021

**Time:** 8:00 – 9:30 p.m.

**Location:** Hickory Hills Country Club  
3909 E Cherry

**Est. Attendance:** 800

**Approved by**

*Sharon Spain*

Special Event Permit Coordinator

**Date Approved:** 6/11/21

#### **CONDITIONS:**

- Fireworks permit has been obtained: FWK2021-00007
- Picnic/catering license is required for the serving of alcohol.
- All vendors must be licensed prior to the event date.
- Greene County Deputies will provide security at the request of Hickory Hills Country Club.
- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at [jprior@springfieldmo.gov](mailto:jprior@springfieldmo.gov))

This is a permit only and is not an endorsement of the scheduled event.

## Spain, Sharon

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**From:** noreply@civicplus.com  
**Sent:** Friday, June 4, 2021 4:46 PM  
**To:** Spain, Sharon  
**Subject:** Online Form Submittal: Special Event Permit Application

**\*\*CAUTION\*\*** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

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### Special Event Permit Application

#### City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.	We are spreading people out over several acres to watch our fireworks display. Members will be required to bring their own blankets and chairs.
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Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.	Event is held outdoors in grassy area
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Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?	Yes
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Organization Name	Hickory Hills Country Club
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Address	3909 E. Cherry Street
Contact Name	Michael Cho
E-mail Address	mcho@hickoryhillscountryclub.com
Home or Desk Phone	417.866.4384
Cell Phone	417.459.9392
Fax	417.483.4920
Second Contact Person	Daisy Drew
E-mail Address	ddrew@hickoryhillscountryclub.com
Home or Desk Phone	417.866.4384
Cell Phone	217.737.8016
Fax	417.483.4920
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

### Event Information

Event Name	Hickory Hills Country Club Fireworks Display
Event Description	Fireworks
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>
If you checked Other above, please describe.	<i>Field not completed.</i>
Event Date(s)	July 4th, 2021
Alternate Event Date(s)	July 5th, 2021
Event Location	Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)  
*Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.*

Name of Park and/or Street     3909 E. Cherry Street

Event Address & Zip                65809

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event?            No

Organization benefiting            *Field not completed.*  
 from proceeds

% of proceeds being                0  
 donated

Is this a first-time event?         No

If no, what was the last year     2020  
 the event was held?

Please list any variations            there will be games for the children on the fields by the  
 from the last year the event       clubhouse  
 was held.

## Event Operations

Event Set Up Starts:                7/4/2021 9:00 AM

Event Set Up Complete By:        7/4/2021 7:00 PM

Event Start:                          7/4/2021 8:00 PM

Event Close:                         7/4/2021 9:30 PM

Event Teardown Starts:            7/4/2021 9:30 PM

Event Teardown Complete        7/4/2021 11:45 PM  
 By:



Estimated Attendance Per Day	800
Will this event be open to the public?	Invitation-only
Will you be charging admission?	No
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	<i>Field not completed.</i>
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Served
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	<i>Field not completed.</i>
Will electricity be provided to the food vendors?	<i>Field not completed.</i>
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Sold by the drink

What type of alcoholic beverages? Beer, Wine, Spiritous (hard) liquor

Please provide the address at which alcohol will be sold, given away and/or consumed. 3909 E. Cherry Street

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri. Hickory Hills Country Club

Alcohol Will Be Served From: 7/4/2021 8:00 PM

To: 7/4/2021 9:30 PM

#### City of Springfield Noise Standards

*(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.*

Will there be live entertainment, music or amplified sound at your event? Yes

If so, will stages be built? No

How many? Field not completed.

Performances will start Field not completed.

and conclude Field not completed

Will tents be erected for your event? No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? No electricity needed

Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? Yes

If so, who will be providing security? Please provide Organization, Address and Phone. 4 - Uniformed Greene County Sheriff's Deputies

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. 911 if necessary

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event. We will handle all trash removal in house

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event. N/A

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy](#)

UPLOAD Certificate of Insurance [ETD0532308.pdf](#)

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. [ETD0532308\\_1.pdf](#)

Signature *Field not completed.*

First Name Michael

Middle Initial *Field not completed.*

Last Name Cho

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or [sspain@springfieldmo.gov](mailto:sspain@springfieldmo.gov).

Email not displaying correctly? [View it in your browser.](#)